



# Health and Safety Policy

**This Health and Safety Policy has been approved by the Xavier Academy Trust in January 2023 and will be reviewed annually.**

**Committee responsible: Audit & Risk Committee**

## **Xavier Catholic Education Mission Statement**

Our mission is to provide an outstanding Catholic education for all the children in our schools and exceptional training for teachers at all stages of their career. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child and member of staff in our care.

### **Part 1:**

#### **Statement of Intent**

1. The Board of Trustees, the Local Governing Committee(LGC) of each school and headteachers/Heads of School (HOS) will:
  - Provide and maintain a safe and healthy working environment for all employees, students and visitors.
  - Act in accordance with the general health and safety guidelines insuring risk assessments (RA's) are undertaken, control measures are implemented and systems are effectively monitored and reviewed.
  - Provide effective information, instruction and training and set targets and objectives to develop a culture of continuous development.
  - Ensure that the premises and equipment are maintained safely and are regularly inspected in line with our statutory requirements.
2. Each LGC and headteacher / HOS, in conjunction with the Trust's central team will provide as necessary, policy, procedures, arrangements and supervision sufficient to ensure compliance with all relevant health and safety legislation and will, so far as is reasonably practicable, ensure:
  - The premises buildings within the boundary are maintained in a safe condition.
  - Safe access and egress from the premises is maintained.
  - Plant and equipment is maintained and safe to use.
  - Appropriate safe systems of work exist and are maintained.
  - Sufficient information, instruction, training and supervision is available and provided.
  - Arrangements exist for the safe use, handling and storage of articles and substances at work.
  - Arrangements exist to prevent accidents and cases of work-related ill health.
  - A healthy working environment is maintained including adequate welfare facilities.
3. In support of the above, each LGC and headteacher / HOS will ensure an adequate process for all necessary risk assessments for their school is carried out and communicated to all relevant persons, and that the significant findings are properly incorporated into their health and safety procedures.

In addition to the above commitment, the Trustees and LGCs also recognise their obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors etc. are or may be affected by the activities being carried on within the school boundary, the school will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Headteacher / HOS and each LGC will ensure that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Board of Trustees and LGC's are committed to this policy and all members of staff are required to comply as a condition of employment. They are encouraged to assist in the commitment to the continuous improvement in our health and safety performance.

For the policy to be effectively implemented, each school must have the full cooperation of employees and others who use their premises.

Employees are reminded of their own duties:

- To take care of their own safety and that of others.
- To cooperate with the headteacher / HOS, LGC and leadership team so that they may carry out their own responsibilities successfully.

All relevant regulations, codes of practice and standards will be complied with.

The headteacher / HOS and the LGC's will consult with employees on all matters relating to or affecting health and safety.

Staff are made aware of the Health & Safety Policy as part of their induction process. This policy will be revised as and when necessary and is available on the Trust website.

All staff will be trained so they can carry out their health and safety responsibilities.

## **Part 2:**

### **Organisation and responsibilities for health and safety**

The following health and safety organisational structure, roles and responsibilities are approved by the Trustees, LGC's and headteachers / HOS:

#### **The Board of Trustees**

The Board of Trustees has ultimate responsibility for health and safety matters in the schools ensuring that:

- The requirements of the Health and Safety at Work Act 1974 are complied with at each school.
- There is an effective and enforceable health and safety policy in place for all schools.
- The Trust's Health and Safety Policy and performance is reviewed regularly, at least annually.



Implementation of the Health and Safety Policy is delegated to the individual school LGC's and headteacher / HOS, with support from the Trust's central team to ensure high standards are met.

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- The effectiveness of these control measures are reviewed regularly.
- Ensure that adequate health and safety training is provided to those people who have specific tasks delegated to them and ensure adequate resources are available.
- Health and safety performance is measured both actively and reactively.

The Board of Trustees will monitor compliance of this policy through the work of the Audit and Risk Committee. The Audit and Risk Committee is responsible for keeping under review the effectiveness of the risk management, control and governance arrangements including insurance arrangements which includes recommending to the Trust Board the risk management policy and the assurance framework. Additionally, they are responsible for monitoring the compliance with the Trust's Health and Safety Policies and statutory obligations under the Health and Safety at Work Act 1974 and will receive each term any health and safety significant matters.

### **The Local Governing Committee of each Xavier school**

Each Local Governing Committee monitors implementation of this policy. The LGC further ensures that sufficient and appropriate resources are allocated to the Health and Safety Policy.

Each LGC will:

- Monitor and review health and safety accidents and incidents and set appropriate targets on the school development plan. It will also ensure that appropriate training for governors and staff and that policy and procedures are regularly reviewed.
- Nominate a Health and Safety Governor as a link between the LGC and the school who will stay up to date with the school health and safety initiatives and inform the LGC accordingly.
- Be informed and updated of any changes to the Health and Safety Policy and seek specialist advice and support as required.
- Ensure any significant health and safety issues are reported to the Xavier Trustees.
- Establish arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### **Headteacher**

The headteacher is responsible for health and safety day-to-day and holds overall responsibility.

This involves:

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- Implementing the Health and Safety Policy and communicate adequately to all relevant persons to promote a positive health and safety culture in the school. Ensure staff are provided with adequate information, instruction and training on health and safety issues.
- Ensuring that appropriate resources are allocated for the management of health and safety.
- Ensuring appropriate procedures for authorization of educational visits are followed.
- Ensure that the school building, machinery and premises are safe and regularly inspected and risk assessments of the premises and working practices are undertaken and monitored.
- Advise LGC's on health and safety matters which may need to be addressed by the allocation of funds.
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents etc.
- Ensure appropriate emergency procedures and evacuation procedures are in place and regular fire drills and lock downs are held and recorded.
- Ensure that in their absence, health and safety responsibilities are delegated to another member of SLT staff.
- Ensure all risk assessments are completed and reviewed and appropriate risk information is given to visitors and contractors.
- Accidents are investigated and any remedial actions required are taken or requested (OSHENS).

The Headteacher may delegate to other members of staff any or all of the tasks associated with the above matters. This will not relieve the headteacher from the overall day to day responsibility for health and safety within their school establishment.

### **School Leadership Team**

Responsibilities that may be delegated by the headteacher:

- Providing leadership by ensuring health and safety is considered as part of every decision.
- Considering the health and safety impact of any new initiatives.
- Informing the Headteacher of any health and safety issues that may affect the school.
- Implementing and monitoring the school's Health and Safety Policy in their area of control.
- Promoting a positive health and safety culture in the school.

### **School Business Manager / Health and Safety lead**

The headteacher has overall day to day responsibility for health and safety but is likely to delegate much of the practical management to named individuals.

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- Day to day management of health and safety matters in accordance with the Health and Safety policy.
- Ensuring risk assessments are produced and recorded for all the school's significant risk to the health and safety of employees or other persons.
- Ensuring that annual health and safety inspections are carried out and that remedial action is taken following health and safety inspections.  
Ensuring health and safety induction training is available for all new staff.
- Identifying staff health and safety needs and arranging for them to be provided.
- Ensuring that the correct accident reporting procedures are followed and that relevant accidents are investigated.
- Ensuring that information received on health and safety matters is passed to the appropriate people.
- Cooperating with and providing necessary facilities for trades union representatives.

### **Heads of Department**

Heads of Department have significant influence in how health and safety is managed in their area of responsibility. Responsibilities that may be delegated by the headteacher include:

- Day to day management of health and safety matters in accordance with the Health and Safety Policy within their department.
- Devising, implementing and regularly reviewing departmental/area policies, procedures and risk assessments.
- Carry out regular health and safety monitoring inspections of their area.
- Ensuring follow up and remedial action is taken following health and safety inspections.
- Arranging for the appropriate subject or role-specific health and safety training to be provided to all staff within the department.
- Communication and consulting with staff in their department on health and safety matters.

### **Premises Site Managers/Premises Staff**

Premises staff have significant responsibility for the day-to-day management of health and safety and statutory compliance. Responsibilities that may be delegated by the headteacher include:

- Oversight of day to day premises health and safety including statutory inspections and checks.
- Ensuring that a system of servicing, inspecting, maintaining, checking and compliance arrangements are in place.
- Ensure all certificates from statutory inspections are uploaded to SYPRO.

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- Managing external contractors on site ensuring contractors working in school comply with school requirements. This includes checking competency of contractors and any risk assessments and method statements prior to work starting.
  - Ensuring that contractors view and understand asbestos information prior to starting intrusive building works and that records are kept.
  - Ensuring that appropriate risk assessments and control measures are in place for tasks carried out by all premises staff.
  - Ensure that all premises staff have appropriate training to carry out their roles.
  - Ensuring that any equipment including personal protective equipment (PPE) is properly maintained.
- Ensuring that any hazardous materials are stored, used and disposed of appropriately.
- Resolving any defects or hazards that are brought to their notice, or escalating as necessary.

### **Training & Development**

Xavier staff are provided with health and safety training as part of their induction process.

Training focuses on maintaining staff health and safety competence. Competency is monitored through performance management. Where training needs are identified, these are addressed through the school's CPD coordinator.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

### **Educational visits**

In the absence of an educational visits coordinator, the headteacher / HOS will delegate this responsibility to a suitably qualified senior member of staff. Responsibilities that may be delegated by the headteacher include:

- Ensuring that there is a robust procedure for the planning, assessment and approval of all educational visits.
- Maintaining their own knowledge and competency in relation to educational visits.
- Ensuring that visit leaders are competent to lead the proposed activity.
- Investigating all incidents on educational visits ensuring any learning is captured and disseminated to the relevant persons in the school.

### **All staff** (including temporary staff and volunteers)

All staff within Xavier have responsibility for health and safety towards themselves and others.

These responsibilities include:

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- Act in the course of their employment with due care for the health and safety and welfare of themselves, other employees and other persons.
- Act in accordance with any H&S training received and ensure safe working procedures are followed.
- Checking that classrooms, work rooms and their workplace environment and equipment are safe.
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health and safety.
- Report all accidents and near misses in accordance with current procedure to the headteacher.
- Co-operate with other persons to enable to carry out their health and safety responsibilities.
- Know and apply the procedures in respect of fire, first aid and other emergencies.



## **Students/Pupils**

Students and pupils have a responsibility to:

- Follow instructions and co-operate with teachers and school staff on health and safety matters.
- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own and others' health and safety.
- Not to use any equipment without permission and supervision.

## **Contractors**

- Contractors will agree health and safety practices with the Site Manager before starting work.
- Any contractor employed directly by schools and are not contractor's from the Trusts approved list must provide an up to date Public Liability Insurance Certificate before work commences.
- A register must be kept, copies of Certificates need to be filed in the Compliance folder. This is the responsibility of each individual school and will be audited at Trust level.
- Provide evidence that they have completed an adequate risk assessments and method statements of all their planned work.
- All contractors carrying out intrusive building works must view and understand the asbestos information supplied to them before starting work and comply with any instructions provided to them in relation to this.
- All contractors must comply with the school rules and participate in any emergency drill.

## **Hirers**

- Hirers will sign the school's hiring agreement and comply with the school's safeguarding policy.
- Hirers will provide a risk assessment on request.
- Hirers will not carry out any activities or bring any equipment into school without permission beforehand.
- Any electrical equipment must be PAT tested in accordance with our statutory regulations.
- All hirers must comply with the school rules and participate in any emergency drill.

## **Visitors**

- All visitors should comply with any health and safety instructions given to them by school staff or their representatives. Visitors should report any health and safety concerns to a member of school staff.

### **Part 3:**

#### **Arrangements and procedures for health and safety**

The following procedures and arrangements have been established with Xavier schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

Further information on these procedures are available in each school.

#### **Site security**

Visitors should sign in and out at reception and be given a lanyard on arrival, External CCTV cameras may be used on the school site in which case appropriate signage will inform visitors.

Access to all school areas is controlled through well-maintained fences and in most schools, electronic gates with access-controlled entry.

All schools have lock down procedures in place.

#### **Fire precautions and procedures (and other emergencies including bomb threats)**

At least one governor and one senior member of staff are responsible for undertaking and reviewing the fire risk assessment and lockdown procedures. The Trust employs a fire risk assessor to carry out a risk assessment across all the sites every two years. If significant structural changes to the buildings occur during the 2 year interim period, a full risk assessment with the fire risk assessor will be actioned.

A 6 monthly fire review should be completed in the interim period and will be monitored by the compliance officer of the trust during their regular compliance checks.

The headteacher / HOS is responsible for the arrangements of fire drills. Fire marshals (when in place) are responsible for ensuring fire evacuation procedures are followed. Assembly points are detailed in the fire evacuation procedures, all fire exits are clearly marked, maintenance of firefighting equipment, testing glass points and testing of the fire alarm panel all take place in accordance of the statutory requirements and recorded.

Each school maintains an emergency plan which identifies procedures for safe evacuation including arrangements for people with special needs.

A separate lockdown procedure exists in each school.

#### **Long term evacuation plan**

In the event of an emergency (fire, gas leak etc.) and it is necessary to vacate the entire school premises the school's emergency plan would be evoked. Staff and students/pupils would be evacuated to their assembly point.

Office staff and class teachers would take a register, contact details of students/pupils, absence data and medical information. In the case of long term evacuation, advice and guidance would be sought from the Xavier central team, County Council, local education officer and the DfE.

### **COSHH Hazardous substances**

Hazardous substances must be controlled if these are kept on site.

Hazard data sheets, COSHH risk assessments are kept in appropriate departments. Teaching staff and technicians should receive training in the safe use of substances and regarding the selection and use of protective equipment.

Staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. DT staff have completed DATA (Design & Technology Association) Secondary Core Health and Safety training.

A record will be kept of the hazardous substances by the fire panel for use by the Fire Brigade along with additional information on how hazardous products will be stored and details on pupil access to substances.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Secondary Schools that hold Radiation for Science education must follow regulations set by CLEAPSS and each secondary school must have a Radiation Protection Officer and must be registered with CLEAPSS (Please see below)

*'Under the Ionising Radiations Regulations 2017, Xavier Trust confirms it continues to appoint CLEAPSS as an HSE-recognised RPA Body provided through Surrey County Council to the school for the purpose of advising on sources held for the teaching of science. We undertake to provide the RPO with any necessary information about the radioactive sources kept in our school.'*

### **Gas Safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. The Trust have their own approved contractors and all schools are encouraged to use them. All gas safe certificates are held at each school and uploaded to SYPRO.

### **Asbestos**

Each school is responsible for arranging and recording an asbestos management survey and maintaining an asbestos register. Contractors must have sight of the asbestos register prior to starting any work on the premises and a record of this should be kept on file. In the case of asbestos disturbance, the business or site manager must be informed immediately.

If asbestos has been identified anywhere on a school site, a suitably qualified contractor is required to create an asbestos risk register and asbestos management plan.

Any intrusive building works, e.g. alterations, refurbishment or demolition within an area suspected to having asbestos can only be carried out when the works are approved and overseen by Xavier premises team.

The headteacher / HOS is responsible for ensuring that premises staff receive appropriate asbestos awareness training.

The Trust will take suitable precautions in line with the H&S Work Act 1974 and L8 guidance to prevent or control the risk of exposure to legionella.

Each school will be responsible for arranging a Legionella Risk Assessment. This assessment is a mandatory requirement and records should be kept for 2 years. This should be carried out by an external competent person/company.

Any remedial borne from the risk assessment will be addressed in accordance of their severity/importance and records will be kept on site within the Water Management Book for 5 years. These records will be monitored by the Trust's Central Facilities Management team on a regular basis.

Weekly, monthly and quarterly routine water temperature checks will be carried out by a nominated competent person within each school and annual refresher training will take place for this person.

Following lengthy school closures, additional monitoring and flushing of the water systems will be carried out by the competent person prior to the school re-opening.

### **Lone working**

Prior to school holidays and closures, staff should inform a nominated senior member of the leadership team of their intention to come into school. Staff should ensure they sign in at reception.

Set limits on what can be done while working alone and where possible avoid lone working altogether. Avoid working at height. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available. Staff must be competent to deal with the requirements of the job and have had adequate training.

Any risk assessments have been seen and understood by the lone worker and kept on file.

### **Working at Height**

Premises staff must attend training sessions on working at height. A risk assessment mitigating risks plus additional risk assessments for exceptional circumstances must be in place and adhered to by all relevant staff.

All working at height equipment would undergo a regular routine maintenance inspection which is part of the Trust's checklist procedure.

## **Manual Handling & Lifting**

All premises staff should be aware of activities involving lifting/handling and carry out risk assessments to identify precautions in order to minimize risk of injury. This should also include staff responsible for looking after SEN children who have specialized equipment, these people should undergo manual handling training.

The headteacher / HOS ensure that risk assessments are in place for any activities where handling and lifting present a risk. These are included on, and monitored through the risk register. Where appropriate the risk will be mitigated through the provision of equipment to assist staff

## **School Trips/Off-Site visits**

It is the responsibility of each trip leader to carry out a full risk assessment prior to any trip or external event. Trips are approved by the designated educational visits co-ordinator or nominated leadership equivalent. The approval process ensures that staff are competent to lead the visit and that measures to mitigate are robust. Parental consent must be obtained prior to any trip. First aid kits must be taken on all trips.

## **Drugs and Medication**

Requests for administering drugs by school staff should be sent to the school in writing by the Parent/Guardian. An Individual Health Care Plan should be completed by the Parent / Guardian before the school can administer regular medication.

All staff responsible for administering first aid or medicine to students/pupils should hold a first aid certificate. All medicines are stored in a locked cabinet and a written record must be kept of any medication administered.

## **First Aid**

A list of members of staff with a valid first aid certificate is available in each school.

Early years require a paediatric trained member of staff.

When necessary an ambulance can be called but a leadership member of staff should be notified. A member of staff should accompany the student/pupil to hospital if a parent or carer is not available.

## **Risk Assessments**

The headteacher has responsibility for all risk assessments and should be reviewed annually.

Risk are monitored through a risk register which tracks the risk assessment, who owns them, when they were completed and when they are due for renewal.

## **School Transport**

Each school maintains a list of approved drivers. Approved minibus drivers require a D1 and a minibus assessment, except to drive light minibuses where only a minibus assessment is needed.

Basic vehicle safety checks must be undertaken by the driver before and after all journeys with a separate checklist for each journey.

Any defects must be reported to the school business manager who will arrange the necessary repairs.

## **Housekeeping**

All schools are cleaned daily by contract cleaners. Yellow warning signs are displayed where there are wet floors to prevent slips and falls. **Maintenance & Inspection of equipment**

All equipment requires periodic inspection, examination and testing in line with the statutory requirements. Defects of equipment should be reported immediately to the line manager or head of department and removed from use until repaired or replaced.

## **Lettings & shared use of premises**

A lettings agreement is sent to all prospective hirers prior to any lettings taking place. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it. If the shared occupancy takes place during the school day, the safeguarding policy must also be adhered to.

## **Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow good hygiene practice, where applicable.

## **Personal protective equipment**

Any PPE equipment is checked regularly and replaced as and when necessary.

## **Contractors**

On visiting site, contractors will be given guidance on the school's arrangement for health and safety and the actions necessary for evacuation.

All risk assessments and method statements must be received prior to any work commencing and all contractor staff must demonstrate that they have read and understood the risks involved.

Contractors must report any health and safety issues directly to any staff member.

### **New and expectant mothers**

Schools and all new expectant mothers should jointly carry out a risk assessment. Advice should be sought from the Trust's HR central team as necessary and reasonable adjustments made to support the mother. Where appropriate, a referral should be made to occupational health for further specific advice.

### **Staff wellbeing/stress**

Staff are encouraged to maintain a sensible work/life balance. Staff should report any ill health issues, including those concerning stress to their immediate line manager or directly to the headteacher.

All schools should monitor all staff wellbeing, actively taking measures to reduce bureaucracy, ease workload and provide a positive working environment.

### **Accident Reporting & Investigation**

Accidents and incidents will be recorded and reported to the designated member of office staff who if necessary should report under RIDDOR. (Reporting of injuries, Diseases and Dangerous Occurrences Regulations 20

13) <http://www.hse.gov.uk/riddor/report.htm>.

All Xavier schools will have their own daily accident reporting procedure for minor cuts and grazes in the medical log book.

All schools will use the online reporting system OSHENS to record accidents that require hospital or more medically advanced treatment. All reports are reviewed and signed off.

### **Vehicles on site**

Access to school car parks may be restricted during school hours. Deliveries and other vehicle movements should be avoided during break times or at the end of the school day to ensure the safety of all.

### **Work Experience**

Each school will make the necessary arrangements for assessing potential work placements and should be reasonably satisfied that the placement provider can ensure the health and safety of the student and whether a particular child is suitable for the placement.

Risk assessment for work experience must be completed.

**Monitoring the Policy**

Health and safety inspections should be carried out termly in all schools by the chosen staff member and the H&S governor. The Headteacher and nominated staff member will monitor the implementation of the policy by staff and monitor accident reports. The Xavier central team will monitor implementation of the policy for all schools.



# Contractors Insurance Liability Form

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